

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The City Council of the City of Bedford, Texas, met in Work Session at 5:00 p.m. at the Law Enforcement Center, 2121 L. Don Dodson, Bedford, Texas, on the 12th day of June, 2013 with the following members present:

Jim Griffin	Mayor
Michael Boyter	Council Members
Chris Brown	
Ray Champney	
Jim Davisson	
Patricia Nolan	
Roy W. Turner	

constituting a quorum.

Staff present included:

Beverly Griffith	City Manager
David Miller	Deputy City Manager
Michael Wells	City Secretary
Cliff Blackwell	Director of Administrative Services
Gary Clopton	Information Services Department
Roger Gibson	Police Chief
Tom Hoover	Director of Public Works
Mirenda McQuagge-Walden	Managing Director
Bill Syblon	Development Director
James Tindell	Fire Chief

CALL TO ORDER/GENERAL COMMENTS

Mayor Griffin called the Work Session to order at 5:06 p.m. He stated the primary objective for the meeting was to give staff clear direction on how to proceed on projects and identify dates to perform follow-up work.

WORK SESSION 5:00 p.m.

1. Discussion on citizen request for construction of Brasher Lane.

City Manager Beverly Griffith and Public Works Director Tom Hoover presented information regarding this item. The City was approached by a property owner in that area, who, along with her neighbors, requested the City to construct Brasher Lane. It is a dedicated street and the portion that is not currently built is approximately 800 feet in length. There is no access currently to those lots. There was discussion regarding a letter from City Manager Jim Walker in 1993 regarding a status report on the property, which suggested that a majority of landowners petition the City to begin the project; that the project involves storm drainage, pavement and water and that sewer is already in place; that there are 14 lots, which are not accessible excluding one piece owned by the City; that the lots are zoned residential; that the resident's purpose is to develop or sell the land; construction of Midway Drive; a cost estimate from last October of \$600,000 to construct Brasher Lane; developing the area into a subdivision; dedicated streets; that the letter from 1993 stated that residents would pay 100% of the water, sewer and sidewalks, 90% of the street, and the City would pay for the storm water system; the

City buying properties to expand Stormie Jones Park; putting together a menu of items for Council to choose from; and the number of homes involved and the increase in property taxes. Council was of the consensus for staff to do further research and present a menu of items to develop the area at a future Council meeting.

2. Council strategic planning session to include discussion and Council direction regarding the Council's visions and goals as they relate to the following topics:

- **Public Works**
 - **Dora Street**

Mr. Hoover stated this project is for the reconstruction of the street from Pipeline Road to Phyllis Street, and also includes water main and minor drainage improvements. Baird, Hampton and Brown, Inc. were the engineers selected back in 2011. They have completed their data collection and studies and the project is ready to be bid. He presented the time line for the project and stated that the bonds have been approved but not issued. Administrative Services Director Cliff Blackwell stated that a notice of intent to issue bonds could be presented at the second Council meeting in July, the bonds could be sold a month from that date and the funds would be deposited by the end of September. There was discussion on the opinion of probable cost; that \$120,000 has been spent on this project to date for engineering; that construction contingencies are already in the opinion; that the reason that nothing has happened since this project was approved in 2001 was that Council never approved moving forward on it; and that the impact for the project is 1/3 a penny on the tax rate. Council was of the consensus to move forward with the bond process timeframe in July as presented by Mr. Blackwell.

- **Water and Sewer Pipes on FM 157**

Mr. Hoover stated this project was to extend water and sewer service along portions of FM 157. This project is too big to be done in-house and recommended that Consulting Engineer Dick Perkins write the proposal for this project. Mr. Hoover presented the step-by-step actions of such a project which included: engineer selection; negotiation of a contract that would come to Council for approval; data collection and the preparation of a preliminary study to see if it can be done and the most economical way to do it; alignments being selected by Public Works; the preparation of plans and specifications; opening of bids and coming back to Council with a recommendation for the lowest qualified bid; and construction. The projected cost of the project is \$240,000. There was discussion on the this project not impacting issues related to Brasher Lane discussed earlier; the marketability of the properties along FM157; partnering with a developer; impact and tap fees; recouping costs; issues related to Shipley's Donuts; that the project includes 1,400 linear feet of water and 1,800 feet of sewer; swapping out connection fees with easements; that the 10 feet of easements are along the front of the property and that useable land is not being taken; charging costs back to the developer and that the State eliminated this type of funding in the 1980's; the expense for developing an impact fee structure; burying phone lines; the masonry fence behind the Burger Box; putting this on the menu of items discussed during the Brasher Lane item; timeframes and financing; and that the design would be done in-house. Council was of the consensus for staff to come back with recommendations on funding the \$240,000 cost during the budget process.

- **Northwest Pressure Plane**

Mr. Hoover stated the northwest area is the highest part of town and is comprised of about 1,200 residents. The area meets the minimal TCEQ requirements for water pressure except during peak day with a projected fire call. The project involves hooking to the new well and elevated tank as a water supply, pressurizing the water with the transfer pump into hydromantic tanks, which will then provide the increased pressure. The area is isolated from rest of distribution system by isolation valves. Kimley-Horn and Associates were selected to design and manage the project. The cost estimate is \$2.7M for the pump station improvements and piping. They are 98% complete due to issues with part of the water system being in the City of Colleyville. They are also waiting on some information related to the Simpson Terrace well regarding issues on the amount of fluoride in the water. \$200,000 for the project came from the 2011 COs; \$2.1M came from the 2012 COs, which leaves \$600,000 left to be

funded. There was discussion regarding that water and sewer projects were not put on the ballot; whether the construction of the water line on Cummings Drive was supposed to improve the water pressure; that it would increase the pressure by 12-15 psi; and the minimal impact on the water and sewer rates. Council was of the consensus to move forward on this project.

- **Sulphur Branch**

Mr. Hoover presented a breakdown of the Five Year Capital Improvement Program for storm drainage improvements. Kimley-Horn and Associates was asked to prepare a study in order that the improvements being done by NTE were not wasted. They have performed data collection, surveying, geotechnical studies, and hydraulic modeling. They will prepare two alternatives and it is expected they will show their findings within the next 60 days. They will be looking at something to reduce water flowing under the highway. \$55,000 has been spent on the design. There was discussion on slowing down the flow of water; that the State built larger culverts; that there is no action necessary on the part of Council; that staff will be coming back to Council in the next 30 to 60 days; and that NTE will incorporate the selected option into their plans.

- **Community Services**
 - **Boys Ranch Master Plan**

Managing Director of Community Services Mirenda McQuagge-Walden handed out information on what exists at the Boys Ranch currently and what is being planned. She stated that Kimley-Horn and Associates finished the design of the first phase the previous summer. The total project cost for the first phase is \$3.5M. \$322,000 has already been issued for the design. What remains to be funded, including a \$100,000 grant, is \$3.078M. The next phase would be bidding and awarding bids and construction is expected to take nine to 12 months. There was discussion on the bond project; the cost of the entire plan being between \$15.5 and \$17.1M; doing the project in phases; having only Phase 1 as part of a bond election; discussing the item as part of a citizen survey; forming a bond committee; when the lake was last dredged; marketing it with the CBDZ and the Cultural District; issues related to larger bond elections; and the lake being considered a health issue. A majority of Council directed staff to move forward with having Phase 1 of the Boys Ranch Master Plan on the November ballot. Councilmember Nolan was against it due to wanting more projects as part of a bond election.

- **Bedford Trails**

Ms. McQuagge-Walden stated that this project was approved as part of the Bedford 2005 bond election. The bonds for the project have not been sold. A license agreement needs to be done with Oncor and they require a preliminary design before approving an agreement. They further want construction started within 90-120 days of the agreement. The survey has been completed and Mr. Hoover will do the design. There was discussion on other projects Mr. Hoover has performed and that keeping it in-house saves money; and that moneys left over would have been for the parks at Monterrey and Carousel. Council was of the consensus to include this project as part of the Dora Street bond issue discussed previously.

- **Central Bedford Development Zone**

Development Director Bill Syblon stated that Council was provided with the final vision of the Zone at the previous night's meeting and displayed a preliminary implementation schedule from the fall of 2013 into the development of the Zone in 2019/2020. He stated that staff is working on the next steps regarding development standards and partnering strategies. There was discussion on bringing in different perspectives by requesting qualifications from multiple consultants; a work session on regulations sometime in the third or fourth quarter; funding for a study of design standards with a preliminary cost estimate of \$35,000 to \$50,000; updating the Parks and Recreation Master Plan; entry features and way finders; construction beginning in 2015; maintaining momentum; building density through the Cultural District; and design criteria. Council was of the consensus to move forward on this project.

○ **Cultural District**

Ms. McQuagge-Walden stated that the Cultural Commission had a great Arts Talk event and discussed the joint work session that Council had with the Commission. It was the consensus of the Council at that time for them to give feedback to the Commission about what direction they need to be going. There was discussion on creating a marketing plan; assistance for the upcoming ArtsFest; getting direction from Council on a strategic planning process; obtaining outside expertise; the Cultural District having a life of its own and generating activity; Kimley-Horn not having expertise in that area; arts and culture as an economic engine; Council taking ownership of what the City does next; the City having a wealth of existing cultural activities, groups and venues; what direction to give staff in regards to promoting what is currently in the City; building an arts directory on the City's website; holding a series of meetings like the Arts Talk; and tasking the Cultural Commission on taking the next steps. In regards to a budget for the Commission, there was discussion on a \$5,000 supplemental for ArtsFest, banner signage, cultural district signage, and adjusting the fee schedule for discounts. In regards to who was driving ArtsFest, there was discussion that the City is developing the criteria and that it has the expertise. In regards to the original purpose of the Commission being to obtain a cultural district designation, there was discussion on the need for a strategic plan, that the assessment phase has been completed, and citizen input regarding the need for a District. Council was of the consensus for the Commission to move forward with a strategic plan and that Council would provide any necessary resources. Further, Council tasked staff with centralizing marketing.

3. Discussion regarding City organizational adjustments and Code Enforcement staffing.

Ms. Griffith presented information regarding improvements and staffing levels in Code Enforcement as well as follow-up with Council discussions in March and April. A few organizational changes have occurred over the last two weeks. Specific goals to be accomplished include increasing her and her office's focus on the goals of the Council including the functions of Code Enforcement and Building Inspections as well as the public perception of those functions; and to improve communication and relationships with the public and Council. As she has a number of operational departments reporting to her and in order to be more active and visible in the community, the span of control and supervision in the City Manager's Office has been spread. Administrative Services has moved under Community Services and Ms. McQuagge-Walden will have a stronger role in General Government. The Deputy City Manager was now responsible for Human Resources and Development.

Building Inspections has moved under the Fire Department and the Fire Chief. Code Enforcement has been redefined as Code Compliance and moved under the Police Department and Deputy Chief Hawkins. The goals for these moves are to create a more positive image by changing "enforcement" to "compliance"; increasing the visibility and customer service of Code Compliance; increasing responsiveness and responsibility; improving communications between functional areas that have similar interests; and differentiating between the disciplines of Code Enforcement and Building Inspections. The Building Inspector will work closely with the Fire Marshal and Fire Inspectors. This will help improve communication with them on building and safety-related issues and increase functional synergy. They will continue to participate in the Development Review Committee and will continue to be maintained in Building B as a public convenience. Code Compliance has been incorporated into an organization focused on customer service. One PSO position will be transferred to Code Compliance and the Department will be responsible for handling vehicle code issues. Bringing them under the Police Department will add to their enforcement capabilities. Half of the money earmarked by Council for Code Enforcement will be used to add a Code Compliance PSO that would be dedicated to customer service and follow-up on code compliance issues.

Ms. Griffith stated that the Code Compliance and Building Inspection changes occurred the previous week but physical rearranging still needs to be done. Phone numbers would be kept as much as possible and that the changes would be advertised. There was discussion that Code Enforcement complaints previously went to Building B; promoting B-Service; and the need for new positions such as a communications manager. In regards to adding new technology, there was discussion regarding a

new interactive software program called publicstuff.com that allows people the ability to take cell phone pictures of violations that is uploaded into the City's database with GPS coordinates. It also allows for multiple replies. There is also a supplemental for iPads that would allow Code Compliance officers the ability to follow-up on complaints while in the field. Also included is the budget supplemental for software that includes field reporting capabilities and provides better mechanisms for tracking calls and information being put into the system. The hiring of the Code Compliance PSO would help to address concerns regarding follow-up.

There was discussion on what has been done since Council approved funding in the amount of \$86,000 in October of 2012; that money has not been utilized for personnel but has been used for clean up; recouping costs of clean up through liens; publicizing these changes to the citizens; performance measures; issues related to how Council first heard about the changes; and issues related to the Permit Department not returning a phone call to an air conditioning technician regarding a permit.

4. Discussion regarding intersection improvements at Cheek Sparger and Central Drive and an interlocal agreement with the City of Colleyville.

Deputy City Manager David Miller discussed issues related to a planned roundabout at Central Drive and Cheek Sparger. The City recently received 95% of the plans from the City of Colleyville and there are issues that need to be worked through as they did not contact Bedford before the design. In 1996, the Council passed an ordinance creating a greenbelt on the south side of Cheek Sparger, which means the City gave up vehicular travel rights on the right-of-way. This was in response to the County wanting to expand Cheek Sparger as a thoroughfare. Colleyville cannot put a roundabout in as it encroaches on 208 square feet of the greenbelt. There are also issues with a tree in that area. The lane widths are not wide enough for fire trucks to make a radius turn so it has been designed with a mountable curb. In regards to it being a traffic control device, the City's traffic engineers were sent Colleyville's traffic study and they have agreed that it is viable. In order to get around the issue with the greenbelt, the City would either have to buy the land from the property owner or take it through eminent domain. Colleyville has stated they would take the right hand turn lane out of the design, which is unacceptable to the City. The roundabout cannot be shifted north due to a large sewer line. A daycare center owns the land in question. There was discussion on Colleyville reimbursing the City for the land; the queuing of traffic in front of the daycare; that Colleyville would have to enter into an interlocal agreement before they could do any work in the City; and the viability of the property at the southwest corner of the intersection. Council was of the consensus for staff to continue negotiations with Colleyville.

5. Discussion regarding technology improvements and FY 13/14 Capital Requests.

Ms. Griffith stated that this item is for larger capital items, including software, hardware and larger pieces of equipment that are beyond the City's capability to fund in the operating budget. Gary Clopton of the Information Services Department presented information regarding two hardware supplementals. One is for the replacement of Mobile Data Computers (MDCs) in law enforcement vehicles and the other is for regular computer replacement. After April 8, 2014, there will be issues with Windows XP Pro related to peripherals and security. With the MDCs, there are statutory concerns in that the Department of Justice has a policy whereby computers are required to be "patchable", meaning that the operating system receives periodic security updates. There would be dangers of losing connectivity to databases. The current MDCs are approximately five years old. The Department tried but failed to install Windows 7 on the current MDCs. In regards to staff PCs, they have identified 142 computers that need to be replaced. They received notice from the audit company regarding being diligent on getting computers patched. Overall, the City has 457 computers, including 60 at the Library and the Council laptops. Staff has been utilizing attrition replacement and 88 computers have been replaced with Windows 7 compatible computers. They did contact the manufacturer to see if they could utilize Windows 7 but they could not as they were older computers. Staff would still be utilizing Lenovo. Council was of the consensus to move forward with including these supplemental as part of the budget process.

Administrative Services Director Cliff Blackwell presented information on a software upgrade through New World Technologies. He stated that last year, staff presented a quote of \$438,000 and this year the quote is \$552,000. The difference is that last year's quote included a site demonstration discount and that staff has been looking at additional upgrades. There was discussion regarding statements from the auditors regarding risks associated with fraud and limits to the current software due to compartmentalization; issues related to the upgrade of New World software at the Police Department; utilizing the software for Code Enforcement tracking and customizing reports; that the current system is maintained by an independent contractor; upgrades to the Emergency Operations Center; the ability to put more information on the water bill; and that it is easier to convert from New World software to New World software. There was further discussion on that future costs would go up to \$96,000 a year and staff was asked to provide that information during budget discussions. Council was of the consensus to move forward with including this supplemental as part of the budget process.

Fire Chief James Tindell presented information on the trunk radio system upgrade. In May of 2012, Council approved \$1.13M for the upgrade. They entered into a lease agreement with Motorola for a one-time payment, which would be due in December of 2013, or seven payments of \$177,000. The design review is complete and drawings have been submitted. Projects to be completed include upgrading of the electrical system at the Police Department, flash upgrades to the existing radios, and installation of new equipment at Dispatch. The system will cut over from analog to digital in December of 2013 and the first lease payment is due on December 1. Final acceptance of the new system will occur from January through May of 2014. With the portable radios, there were savings of approximately \$150,000 from the bonds and there will be a grant in the amount of \$40,000 from Tarrant County, which may help offset some of the costs. Council was of the consensus to move forward with the seven year lease or another less costly financing option.

Chief Tindell presented information on the replacement of a 16 year old pumper. After the opening of Station 3, all new equipment was purchased and they have to be replaced in the same sequence the stations were opened. The pumper is currently used as a reserve. The first-out pumper is 13 years old. It is recommended that a vehicle run for 10 years, be put in reserve for five years and then be put out of service. The 2000 pumper has 75,323 miles and 10,331 hours for an hour equivalency of 413,240. Repairs to the pumpers include the rear wheel axles, brakes, cab lift cylinders, leaf springs, tie rods, the electrical generator, turbos, and fuel injectors. It has cost \$61,000 to maintain these pumpers, which accounts for 30% of the Fire Department's maintenance budget. There was discussion on usage of first run and reserve units; that the left over unit would be put up for auction; that the Department had 7,000 calls the previous year; the different types of vehicles including pumpers/engines and aerial ladder trucks; and that reserve units are held at Station 1. There was further discussion regarding the Vehicle Replacement Fund including that the last truck was purchased from reserve funds, that the Fund is not built up enough to buy a fire truck and that it currently has approximately \$100,000 in it. Council was of the consensus to move forward with including this supplemental as part of the budget process.

6. Discussion regarding Automated Meter Reading.

Council was of the consensus to discuss this item at a future Council Work Session.

7. Discussion regarding texting during Council meetings.

Mayor Griffin stated that citizen complaints have been received regarding Council Members texting or using the internet during meetings and that they lack decorum. Council was of the consensus for the Mayor to make an announcement during his opening comments at the beginning of the Council meetings regarding turning off of cell phones.

8. Discussion regarding Council Calendars.

Council was of the consensus to discuss this item at the Council Work Session on July 9.

9. Discussion regarding joint meetings with Boards and Commissions.

Council discussed having Board and Commission chairpersons make presentations during Council work sessions or to set up individual meetings with the Boards and Commissions. Council was of the consensus to move forward on individual meetings with the Boards and Commissions.

10. Discussion regarding highway infrastructure costs and Bedford/Colleyville Fire Station.

*****Items requested by Councilmember Nolan**

Councilmember Nolan requested this item be placed on the agenda for discussion. She stated that in a year and a half, the City would owe Bluebonnet Construction \$2.2M for utility relocation and that there needed to be discussion regarding funding. There was discussion that funds have been set aside and that the fund is up to \$1.5M, which comes out of the Water and Sewer operating budget.

Ms. Nolan discussed the end of the agreement with Colleyville on the joint Fire Station and that there needed to be discussion regarding funding and keeping the station open. There was discussion that there have been talks on the staff level looking at alternatives; that the last payment from Colleyville would be in September of 2015; that the impact would be a penny on the tax rate if the City chose to absorb the costs; and reducing costs or shifting funds. There was further discussion regarding the history of the Station and the contract with Colleyville; the impact of closing the station on the City's residents; that 30% of the total activity in the City comes from that Station; the City's ISO rating; that having the Station open allows the City to have adequate manpower for a significant fire in the City; and opportunities to look at City-wide expense modules.

ADJOURNMENT

Mayor Griffin adjourned the meeting at 10:36 p.m.

Jim Griffin, Mayor

ATTEST:

Michael Wells, City Secretary